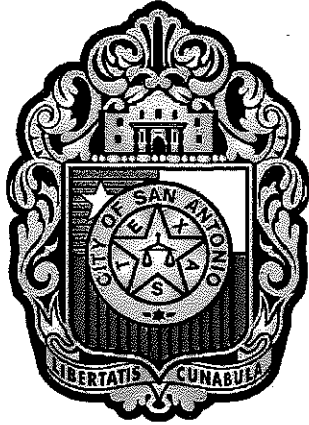


# CITY OF SAN ANTONIO



<b>Administrative Directive</b>	<b>A.D. 9.2 Environmentally Preferred Purchasing Policy</b>
<b>Procedural Guidelines</b>	Guidelines for establishing environmentally preferred practices for all City departments.
<b>Department/Division</b>	Purchasing and General Services
<b>Effective Date</b>	April 2, 2010
<b>Project Manager</b>	Melissa Galvan, Executive Assistant Purchasing and General Services

## Purpose

The purpose of this Administrative Directive (A.D.) is to provide City of San Antonio employees with rules and guidelines for environmentally-friendly purchasing and acquisition practices in order to minimize environmental impacts relating to our work that shall serve as a guide for official activities.

## Policy

Employees of the City of San Antonio shall conduct all official activities in an energy and resource-efficient manner, in accordance with the rules and guidelines set forth in the Environmentally Preferred Purchasing Policy (EPPP—Attachment A). Further, all City activities will be conducted in a manner that safeguards taxpayer funds, promotes sustainable practices, and fosters market demand for environmentally-friendly products and services.

## Policy Applies To

<input type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Current Temporary Employees
<input checked="" type="checkbox"/> Current Full-Time Employees (Classified & Unclassified)	<input checked="" type="checkbox"/> Current Volunteers
<input checked="" type="checkbox"/> Current Part-Time Employees	<input checked="" type="checkbox"/> Current Grant-Funded Employees
<input checked="" type="checkbox"/> Current Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input checked="" type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

## Definitions

<b><u>Administrative Directive</u></b>	City of San Antonio document used to convey the City's governance on policies and procedures.
<b><u>Alternative Fuel</u></b>	Non-petroleum-based fuels that are made from bio-based or other unconventional methods, including biodiesel, ethanol, compressed natural gas, and other approved alternatives.
<b><u>City Employee</u></b>	A City of San Antonio employee, including civilian employees and uniformed employees.

<b>Roles &amp; Responsibilities</b>	
<b><u>Departments</u></b>	Each department Director will review this policy and provide department employees, volunteers, and interns with print or electronic access to it. It is the responsibility of the Department Directors to make their employees aware of the identity of the designated spokesperson(s) for their department. (Specific departmental provisions are described in detail in the EPPP).
<b><u>Sustainability Task Force</u></b>	The Sustainability Task Force will review and provide support for this Administrative Directive.
<b><u>Employees</u></b>	Employees are expected to review and comply with the policies listed here as they relate to their specific duties.
<b><u>Office of Environmental Policy</u></b>	Responsible for providing educational and technical assistance. This includes reviewing the status of purchasing policies; assisting in the presentation of policy items to the Sustainability Task Force; and providing outreach to affected departments where necessary.
<b><u>Office of Management and Budget</u></b>	Responsible, along with the Director of the Office of Environmental Policy, to oversee the appropriate budgetary concerns of enforcing this order; perform periodic evaluations of its progress; and offer guidance about the fiscal viability of future purchasing policies.
<b>Attachments</b>	
<b><u>Attachment A</u></b>	Environmentally Preferred Purchasing Policy
<b><u>Attachment B</u></b>	Acknowledgement Form

**CITY OF SAN ANTONIO**  
**Environmentally Preferred Purchasing Guidelines**  
**(Attachment A)**

**April, 2010**

**1. Purpose**

Environmentally preferred purchasing means products or services that have a reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. Environmentally preferred purchasing considers both cost and the environmental impacts of a product or service.

The success of an environmentally preferred purchasing program is dependent on the collective effort and commitment of all City staff that is involved with the procurement of goods and services.

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The Purchasing and General Services Department recognizes our employees can make a difference in favor of environmental quality. The aim of the Environmentally Preferred Purchasing Policy is to prompt all City staff involved in the procurement of goods and services to use environmental responsibility as a factor in their purchasing decisions. The Environmentally Preferred Policy will address:

- Office supplies/equipment
- Cleaning and landscaping supplies
- Water and Energy conservation products
- Printing and mail supplies, including paper products
- Other i.e., Food Service Contracts, Meeting Facility Standards

These preferred products will be purchased using the guidance and certification of the following organizations:

- The United States Environmental Protection Agency (USEPA)
- Green Seal
- Energy Star
- The United States Department of Agriculture (USDA)
- Electronic Products Environmental Assessment Tool (EPEAT)
- Forest Stewardship Council (FSC)

**2. Definitions**

"Recycling" means the processing of used or waste material so that it can be used again, instead of being wasted.

"Contractor" means any person, group of persons, consultant, designing architect, association, partnership, corporation, or other business entity that has a contract with the City of San Antonio (including suppliers) or serves in a subcontracting capacity with an entity having a contract with the City of San Antonio for the provision of goods or services.

"Designated products" means recycled and environmentally preferable products and materials designated by the Purchasing department and all City departments pursuant to this policy.

"Environmentally preferred products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

#### 4. Responsibilities of Each Department

Each department shall be responsible for the implementation of this policy and shall:

- A. Evaluate each recycled or environmentally preferred product to determine the extent to which the product may be practicably used by the department;
- B. Ensure that contracts issued by City departments require recycled and environmentally preferred products whenever practicable.
- C. Ensure that all printing by departments use recycled paper and bears the chasing arrow logo or other imprint identifying it as such; follow stewardship council guidelines
- D. Ensure that requests for bids and proposals issued by the City require that contractors and consultants use recycled paper and both sides of the paper sheets whenever practicable;
- E. Use both sides of paper sheets whenever practicable in printing and copying;
- F. Report total purchases of environmentally preferred, recycled and non-recycled products by department annually to the Purchasing and General Services Department and the Office of Environmental Policy;
- G. Develop, evaluate and maintain information about environmentally preferred and/or recycled products containing the maximum practical amount of recycled materials. Cross feed information to other departments/divisions when potential use of a product exists;
- H. Develop specifications used in public bidding aimed at eliminating barriers to purchasing recycled content products, such as outdated or overly stringent products specifications and specifications not related to product performance;
- I. Ensure that procurement documents issued by the department require environmentally preferred alternatives whenever practical;
- J. Educate and promote this policy through appropriate staff and maintain documentation of successes, pitfalls, changes, etc.

The Purchasing and General Services Department shall:

- Provide departments with information to facilitate their evaluation and purchase of designated products and inform them of their responsibilities under this policy;
- Revise minimum content standards as necessary to ensure that designated products contain the maximum practicable amount of recovered material and are consistent with Guidelines and regulations promulgated by the United States Environmental Protection Agency, the State of Texas, and other Federal and State agencies;
- Ensure that environmentally preferable products are designated whenever practicable;
- Work in conjunction with the Office of Environmental Policy to transmit minimum content standards to departments;
- Assign appropriate personnel to evaluate each designated product to determine the extent to which it may be practicably used by the department and its contractors;
- Seek opportunities to cooperate with other jurisdictions to enhance markets for environmentally preferred products, to obtain favorable prices and to reduce waste packaging and product by combining purchases/contracting for the same or similar precuts and promoting the use of recycled-content products, recyclable products and other environmentally preferred precuts to potential vendor to the City by publicizing their availability;
- Encourage vendors to offer alternative environmentally friendly products in their offerings to the City.
- Ensure that environmentally preferable paper products such as 35% post-consumer recycled content paper is used when providing print services to the various City departments or include FSC certification fiber to preserve forest lands made with process chlorine-free (PCF) or elemental chlorine free (ECF) pulps uncoated papers; coated papers yield very little recyclable fiber.

The Office of Environmental Policy (OEP) shall provide:

- Education and technical assistance. OEP shall develop tools for disseminating information to City staff about reusable, recycled content, recyclable and otherwise environmentally preferred products; about vendors and City contract for such products and about user groups and other opportunities to test and discuss new products.



## **CITY OF SAN ANTONIO**

### **EMPLOYEE ACKNOWLEDGMENT FORM FOR**

#### **ADMINISTRATIVE DIRECTIVE 9.2 Environmentally Preferred Purchasing Policy**

**Employee:**

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of Administrative Directive 9.2, Environmentally Preferred Purchasing Policy. I understand if I should have any questions I should contact my Human Resources Generalist.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
SAP ID #